Paying a purchase invoice

1. Choose → **Purchases** → **Open purchase invoices**

2. Choose the invoice you want to handle and click on **Handle 1 invoices**.

3. In case you see an orange triangle infront of your bank account number, click on it
→ **Confirm bank account**. Otherwise you can skip to the next step.

4. Next, check that all the information mentioned in the invoice is correct and appropriate.
5. After doing that, open **Posting Rows** from the blue button.

6. Post each line in the invoice to the correct accounts. Remember to **Save and approve**.

7. Mark as approved.

8. Press the button **Export to payment** in the top of the page.

9. Click on **Yes**.

10. Click on **Continue to summary**.

11. Then click on **Send Payment material**.

12. Lastly you get informed that the material is sent to the bank.
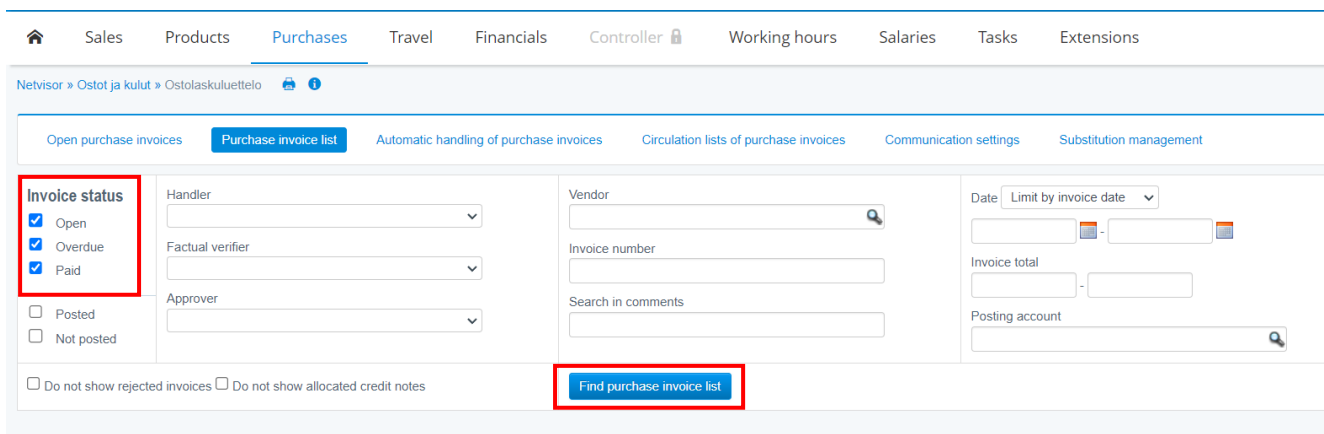

Attention!

1. Sometimes even though you went through all these steps correctly, the money doesn't leave your account. That's why you should check and make sure that the money is actually sent to the other party. Here is one way you can fix this:

2. Go to **Purchases → Purchase invoice list**
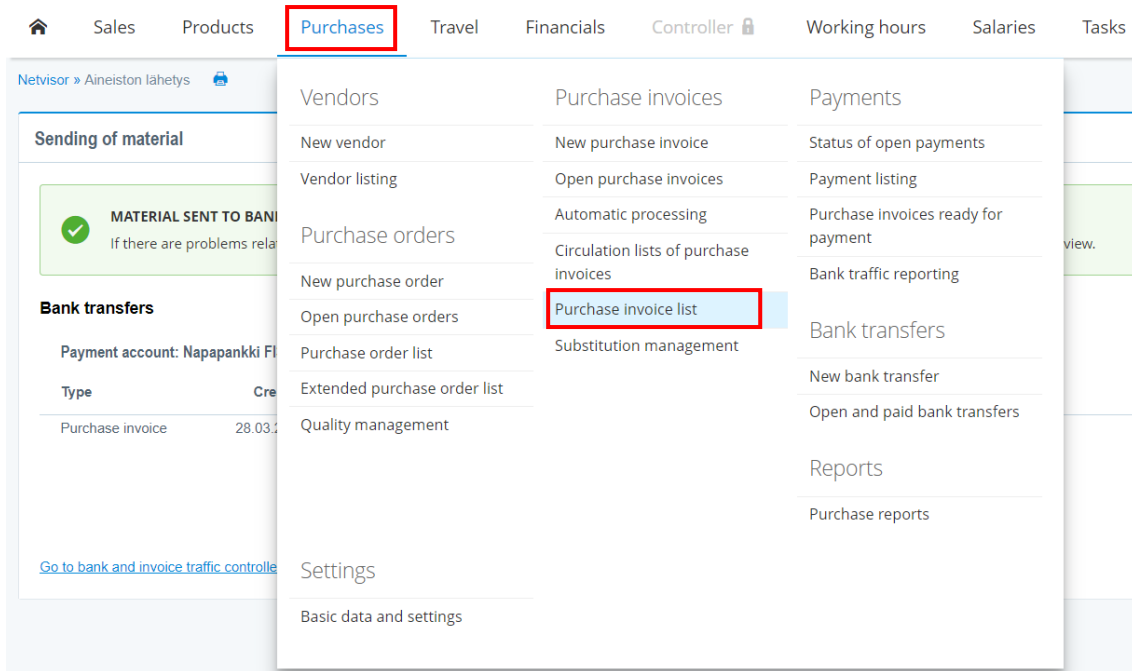
3. Then make sure all the **Invoice statuses** are chosen → click **Find purchase invoice list**

4. You will see a list of different invoices. Look for your invoice. You can see, that the payment is in service. In case nothing changes in days, you can make the transfer manually. Click on **New**.

5. You will be seeing this view. Choose the correct account from which the money will be sent, correct the sending date and tick the box "**In payment service**". After doing so, click on **Save and change to accounts payable view**.

6. Now take the same route mentioned above to check if the invoice is paid.
7. You have succesfully paid off the invoise.